



Securexam Remote Proctor Installation & Enrollment Guide for PC

NOTE: You must print these instructions so that you have them for reference during the Installation and Enrollment process.

PLEASE FOLLOW THEM CAREFULLY!

After printing, close this document to continue. You'll see a black window; press Enter to continue with the installation.

Please write down below the Username and Password displayed on the software download page. (This information is located on the download page on the web site. These are not your login credentials to your course management system.)

License Credentials:

Username: _____

Password: _____





Step 1: Assembling the Securexam Remote Proctor device

1. Remove the clear plastic arm holding the reflective ball and the Remote Proctor blue and crimson base from the box. (Figure 1)
2. Insert the clear plastic arm into the base of the Remote Proctor unit and press down firmly until it reaches the bottom of the slot. There is a thin clear line on the arm that once depressed should be at the same height as the unit. (Figure 2)

Figure 1:



Figure 2:



If there is a clear plastic protector over the camera lens, remove prior to use.

DO NOT PLUG THE UNIT IN UNTIL INSTRUCTED TO DO SO IN THE NEXT SECTION.



Step 2: Installing the Securexam Remote Proctor software

MANDATORY: Windows Updates have to be run until it reports that there are no “High Priority Updates Available”.

1. Plug the unit in and following the directions provided below.

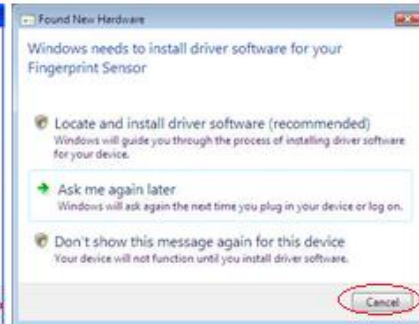
The system will display the “*Found New Hardware*” wizard.
(Figure 1 (XP) and Figure 2 (Vista & Win 7))

You must press the cancel button up to a total of three times.

Figure 1:



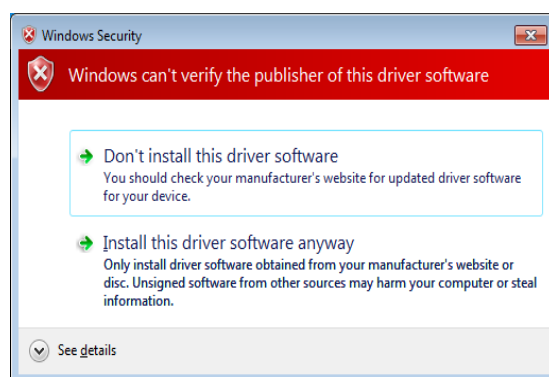
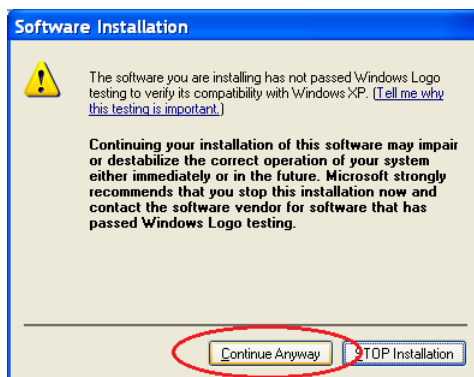
Figure 2:



2. Double click the SRP Installer contained in the zip file that was downloaded.

3. Follow the onscreen prompts to complete the installation.

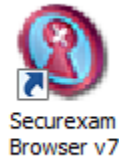
NOTE: You might see the following dialogs appear during the installation process. Click “Continue Anyway” to continue the installation.





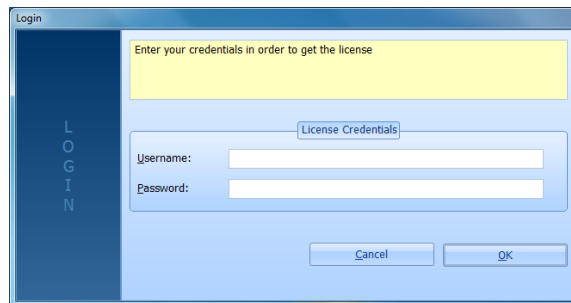
Step 3: Launching the software:

1. Double click the Securexam Browser Icon on the desktop.



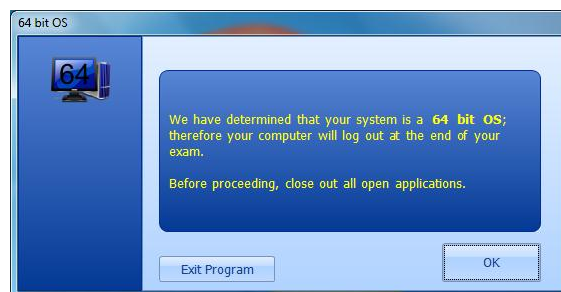
2. Enter the License Credential information that is located on the download page on the web site and should have been noted on Page 1 of this document. (Figure1). This will only be required the first time you launch the software.

Figure 1:



NOTE: If you are running a 64-bit system, the following dialog will appear.

Figure 2:





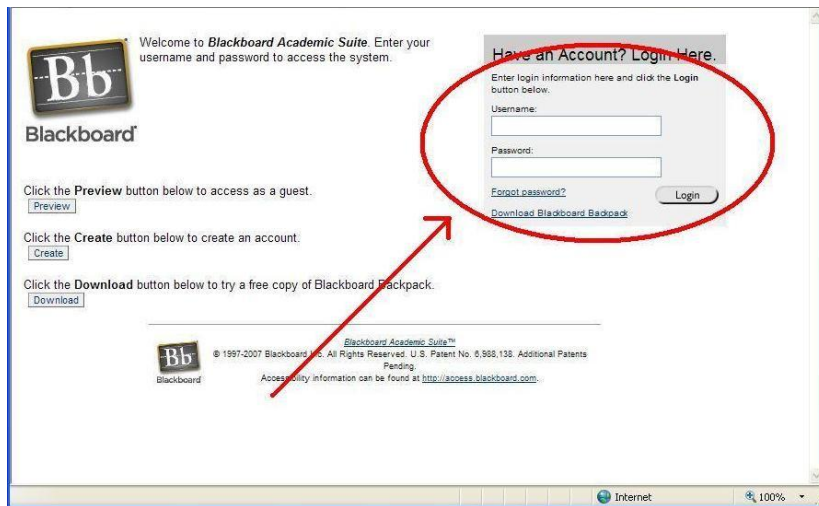
Step 4: Enrolling the Remote Proctor

The Remote Proctor System requires you to enroll your User and Biometric data before you take your first Remote Proctored exam.

After launching the software and entering your credentials, your course management system login window will appear.

1. Enter in your course management system username and password.

Figure 3 (Example of Blackboard – your CMS might look different):



There are 2 ways to launch the enrollment process:

2. A. Click the Secureexam Browser “Help” dropdown list and select “Enroll SRP Device”.



B. Or navigate to your course and continue on to take your exam. You will be prompted to enroll before you enter the exam.



3. Once you have completed the enrollment process, click “Finish”.

If you used the second enrollment method (B), the Remote Proctor software will now populate the exam password for you.

Please be patient as this process can take up to a minute to complete. When complete, you will see black dots inserted into the “Password” field. After the password has been populated proceed into the exam.

If you have used the first enrollment process (A), navigate to your exam. After you go through the authentication process, the password will automatically populate.

Step 5: Taking subsequent exams.

The process to take more Remote Proctored exams is simple:

1. Launch the software.
2. Enter your CMS credentials.
3. Navigate to your exam.
4. Follow the steps to validate your biometrics when the authentication dialog box appears.
5. The password will be automatically populated for you.
6. Enter your exam.